



Administrative/Planning Standing Committee

DRAFT MINUTES

July 25, 2011

1:00 p.m. – 2:00 p.m.

Arizona Developmental Disabilities Planning Council
1740 West Adams Street, Suite 201
Phoenix, Arizona 85007

An Administrative/Planning Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on July 25, 2011 at the ADDPC office, 1740 West Adams, Suite 201, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present	
Edward Myers, Chair - Telephone	David Copins
Barbara Brent – Telephone	Will Humble
Richard Carroll – Telephone	

Staff/Guests Present	Members Absent
Larry Clausen, Executive Director	David Cutty
Shelly Adams, Executive Secretary	

A. Call to Order:

Edward Myers Called the meeting to order at 1:02 P.M. It was noted that a quorum had been achieved, allowing the meeting to proceed.

B. Approval of Minutes

Edward Myers called for a review of the September 8, 2010 meeting Minutes reflecting activities of the meeting when the Committee last convened.

- Motion was made by Barbara Brent to accept the Minutes as written.
- Motion seconded by Richard Carroll
- Motion carried

C. Proposed State Plan: Review of Public Comments

Edward Myers called for a review of public comments received on the proposed 2011-16 State Plan. Larry Clausen presented information which included the electronic survey results (Survey Monkey) and the written public forum results. A total of 96 persons completed the on-line Survey Monkey questionnaire with strong support noted for all three of the State Plan Goals. It was noted that 86% of the respondents were female, with the largest age grouping falling into the 36-65 range. 44% of respondents were parents or family members of a person with a developmental disability. Only 3.4 % of respondents were individuals with a developmental disability. Discussion was held pertaining to the 40 comments that were received regarding the proposed plan. It was found that the

comments were oriented toward implementation of the Plan Goals and did not recommend changes to the goals as written. Larry also reviewed the results of the public forums that were held in Phoenix, Tucson and Flagstaff. He explained that all forums allowed for discussion and engagement with participants who made many suggestions on how the goals could be successfully implemented. Again, upon review of the public forum document, the Committee concluded that no changes were recommended for the State Plan Goals, and that comments were focused on implementation of the plan.

- Motion was made by Barbara Brent to approve the Proposed State Plan as written.
- Richard Carroll seconded the motion.
- Motion carried.

D. Revisions to By-Laws

Larry presented revisions to the 2010 ADDPC By-Laws and noted the following changes:

1. Throughout the document, references to the “Council” and/or “DDPC” were replaced with the acronym “ADDPC” to be consistent with branding efforts to recognize the Council as the Arizona Developmental Disabilities Planning Council.
 2. Throughout the document, references to “Chair” or “Chairman” were replaced with “Chairperson”.
 3. On Page 4 of the document, item C, under the “Structure” section, the proposed addition of the Native American Center for Disability Law (NACDL) was withdrawn after questions were raised about their existence as a recognized Protection and Advocacy organization under the Developmental Disabilities Act. Larry indicated that he’d confirmed their status as a bona fide Protection and Advocacy organization, but had nothing in writing from the Administration on Developmental Disabilities. He will speak with them to determine if he can obtain a written statement on the status of the NACDL.
 4. Under the “Responsibilities of Members section, number 11 on page 11, new language pertaining to the spending authority ascribed to the Executive Director was discussed. All Committee members felt that the \$5,000 limit was appropriate.
 5. Under the “Procedures” section, Item B, “Quorum” amendments and additions to items 3-5 were discussed. Supplemental information has been added describing situations when a quorum could be lost. It was suggested that for item 4, the language “during their absence” be added at the end of the sentence.
 6. The “Member Stipends and Reimbursement” section was discussed. Newly added, this section details member eligibility for stipends and reimbursement as required by the Developmental Disabilities Act.
- A motion was made by Richard Carroll to approve the By-Law revisions with amendments made as described in items 3 and 5 above.
 - The motion was seconded by Will Humble.
 - Motion carried.

E. Future Planning/Project Development

The Committee discussed how more involvement could be generated among Council members in creating ideas, approaches and projects to carry out the new State Plan. It was suggested that the Administrative Planning Committee could attempt to facilitate comments from other Council members. It was also suggested that Council members be given an opportunity prior to Council meetings, to add projects or ideas to the agenda. After discussion, Edward agreed to discuss the topic at the next Council meeting.

F. Next Meeting Date

The next Administrative Planning Standing Committee meeting was set for Thursday, September 8, 2011 at 1:00 P.M. in the ADDPC Office.

G. Call to the Public

No public members were present in person or by telephone.

H. Adjournment

- Motion made by Richard Carroll to adjourn the meeting.
- Motion was seconded by David Copins.
- Meeting was adjourned at 1:00 P.M.